

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-522T OPENING DATE: 7-Nov-18 CLOSING DATE: 29-Nov-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Budget Analyst, GS-0560-11, E-6/SSG - E-9/SGM, W-1/WO1 - W-5/CW5, O-1/2LT - O-3/CPT, MPCN: 1525-014

APPOINTMENT FACTORS: OFFICER ☒ WARRANT OFFICER ☒ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$63,192.00-\$82,152.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

United States Property and Fiscal Office (USPFO), Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Army National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ERB/ORB and/or other documentation to verify possession of MOS.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, USPFO and be able to qualify for the following MOS:

Officer: 36A, 42B

Warrant Officer: 420A

Enlisted: 36B, 42A

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

NOTE: Enlisted applicants must have a high school diploma or general education development (GED) diploma. An undergraduate degree from an accredited college/university is optimum.

NOTE: Officer applicants Army National Guard Second and First Lieutenants must be actively pursuing an undergraduate degree with at least 90 validated credit hours in a specified program. For Captains and above, must have an undergraduate degree from an accredited college/university.

NOTE: As a condition of continued employment in the GS-0560-11 position and dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the higher financial management certification within 24 months of appointment to the position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability work with AZARNG staff elements to develop and update cost allocation plans by obtaining, analyzing, and presenting cost data.
2. Ability to manage and oversight the budget process, including planning, programming, budgeting, allocation and execution of funds.
3. Ability to review and interpret higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on State programs.
4. Ability to certify funds and coordinate the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller.
5. Ability to develop, coordinate and distribute Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System.
6. Ability to communicate effectively both written and orally.

SPECIALIZED EXPERIENCE: Must possess at least **24** months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrates the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures.

BRIEF JOB DESCRIPTION: This position is located at the USPFO, Phoenix, Arizona. This is an Army National Guard Dual status technician position. Dual Status technician require military membership, compatible military skill assignment and classification. The primary purpose of this position is to support the Peace Vanguard Foreign Military Sales (FMS) program in all fiscal related matters. The position will be assigned duties exclusively in support of Peace Vanguard. The fiscal support duties the Budget Analyst will perform include: cost allocation plan updates for AZARNG primary staff functions which provide support to Peace Vanguard, cost allocation invoicing and credit processing, credit card purchase order de-obligations, Military interdepartmental purchase request tracking and closeouts, purchase order tracking and de-obligations, personnel cost tracking and projections, track air fuel invoices to ensure timely payment, track GSA invoices and ensure timely payment, develop and update status of funds, assist Purchasing & Contracting with Peace Vanguard ratification packets, ensure all transactions are costed properly, assist with PMR funding details, review and validate all purchase requests. The budget analyst will also provide management oversight and guidance to the budget formulation and execution process.

SELECTING OFFICIAL: Mr. William P. Abbott, AZARNG Financial Manager
